

Section 1

Processing SF-52s

Proponent: West CPOC

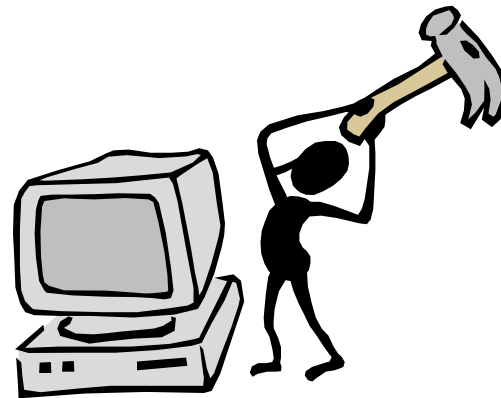
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

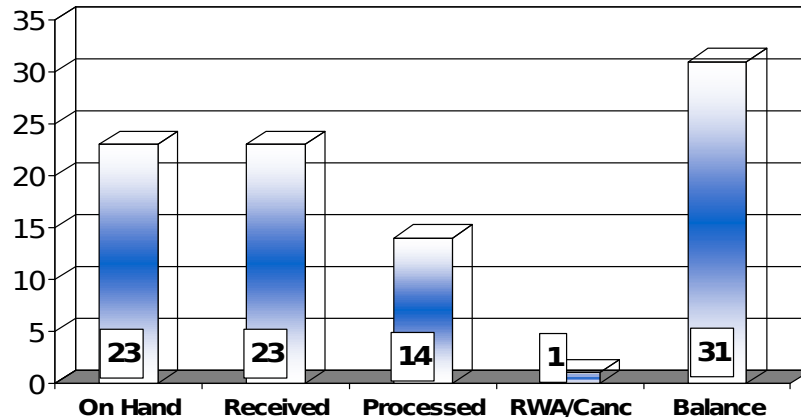


TOPIC: PERSACT Actions - DPG

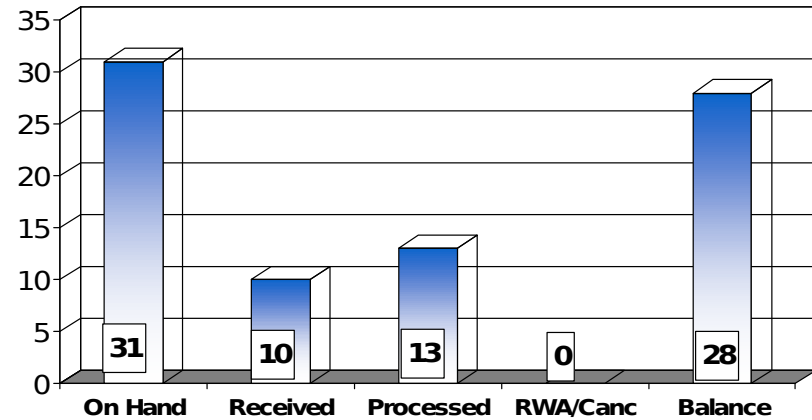
2ND QTR-FY99

PROPONENT: WCPOC

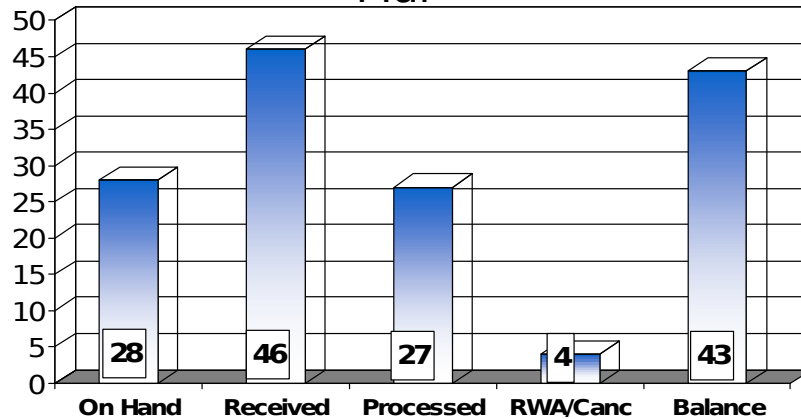
Jan



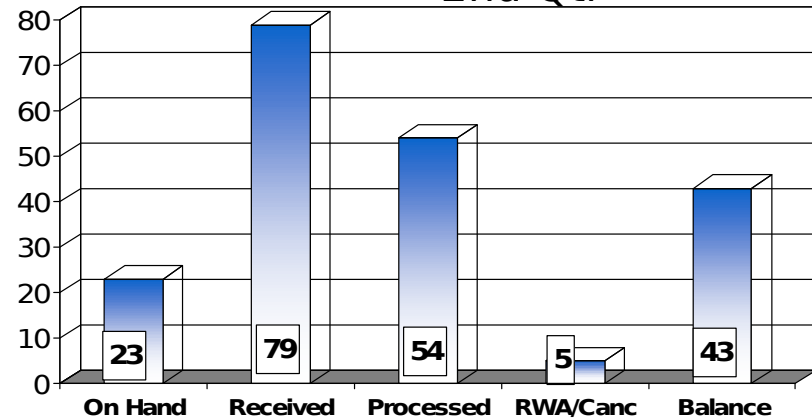
Feb



Mar



2nd Qtr



ANALYSIS: Processing is keeping pace with volume of actions received.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



TOPIC:**Classification Actions Processed - DPG****2ND QTR-FY99****PROPONENT WCPOC-**

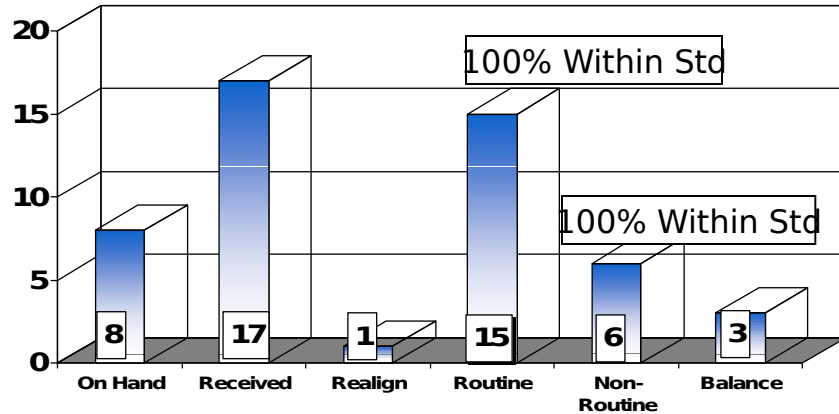
Routine, 4 Days from Date Received in CD

STANDARD:

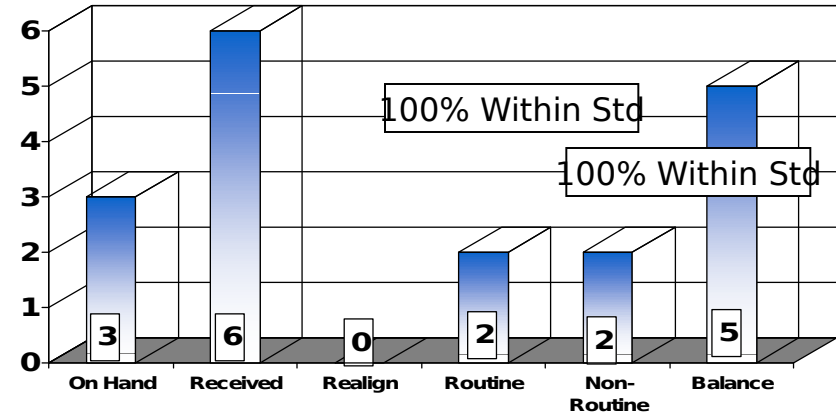
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT:**Routine: Green****Non-Routine: Green**

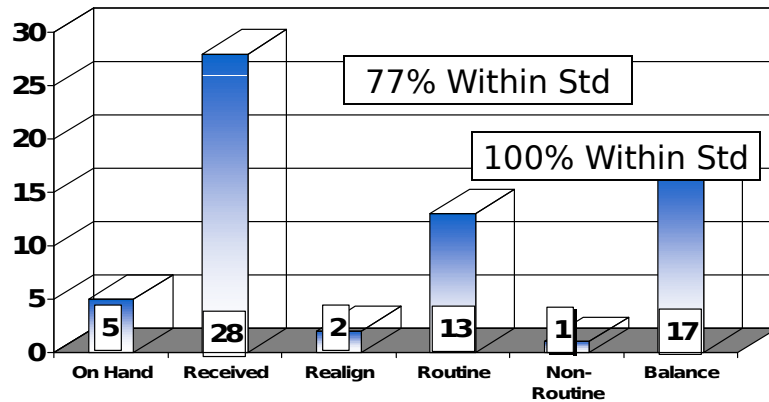
Jan



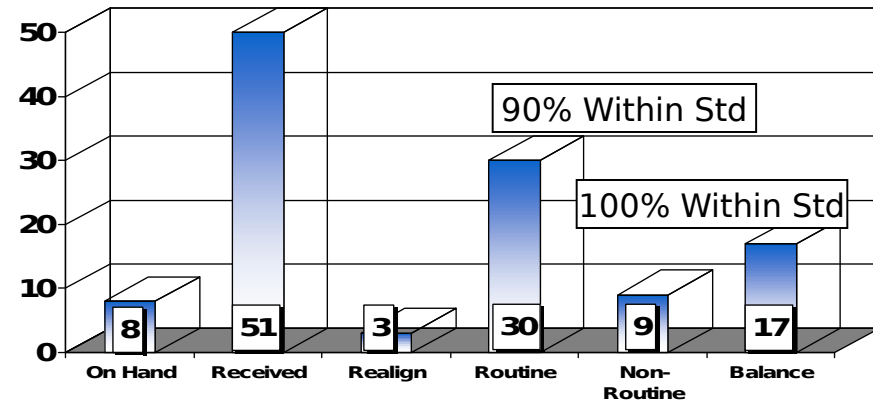
Feb



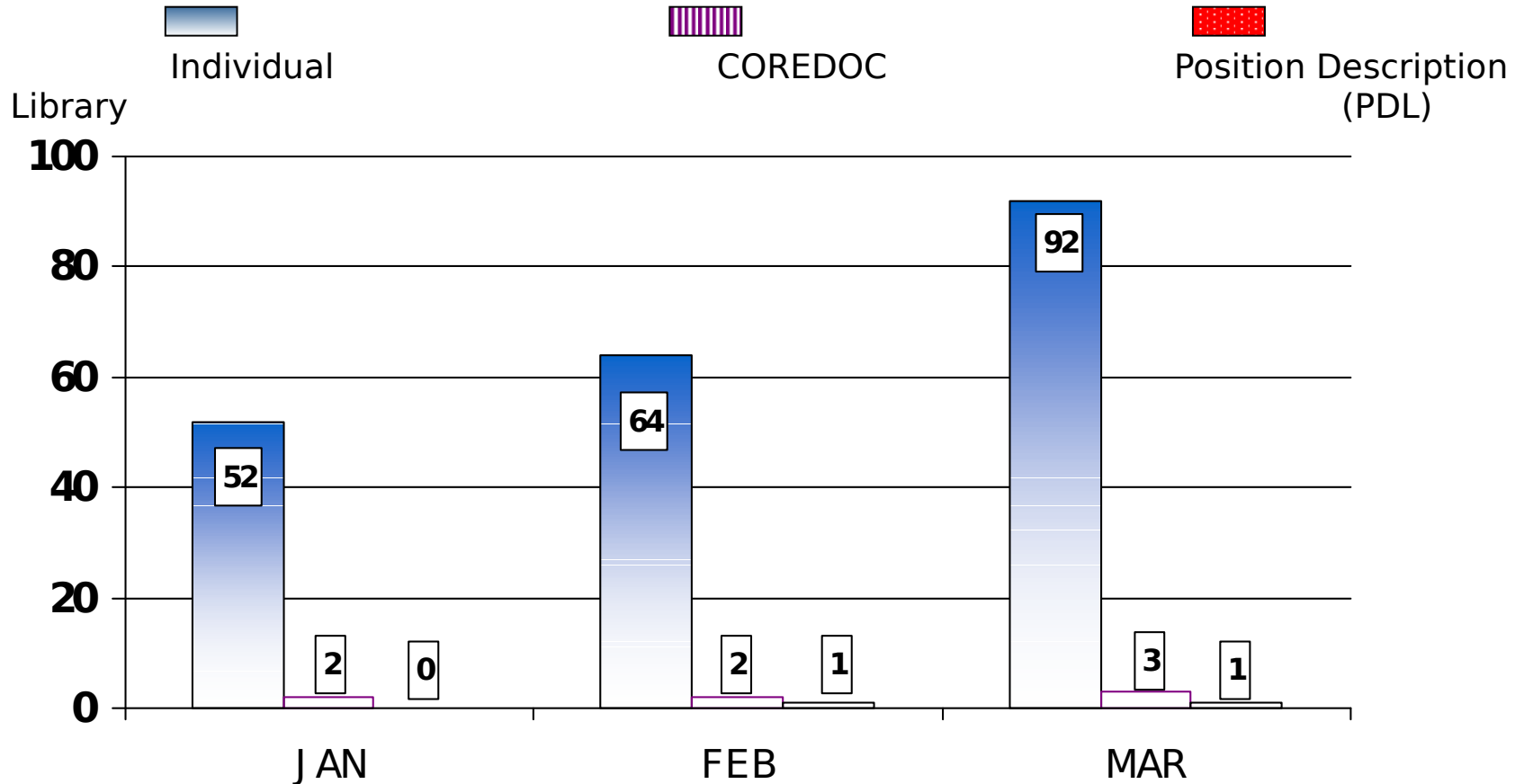
Mar



2nd Qtr



ANALYSIS: Volume of routine actions is up from last quarter, non-routine Routine and non-routine actions processed improved from the previous quarter

TOPIC:**New Position Descriptions****2ND QTR-FY99****PROPONENT WCPOC-
CD**

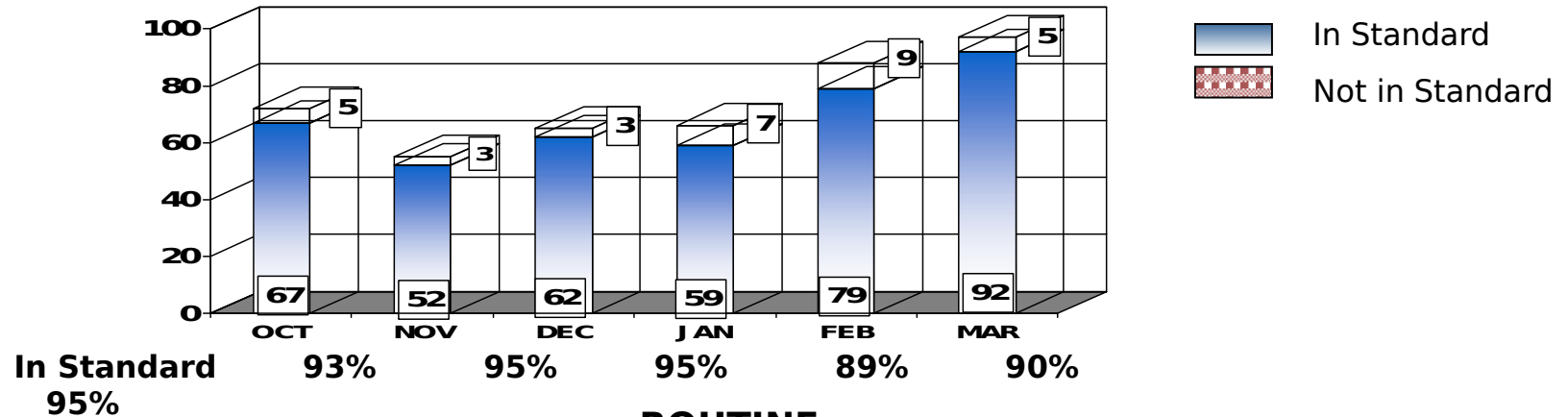
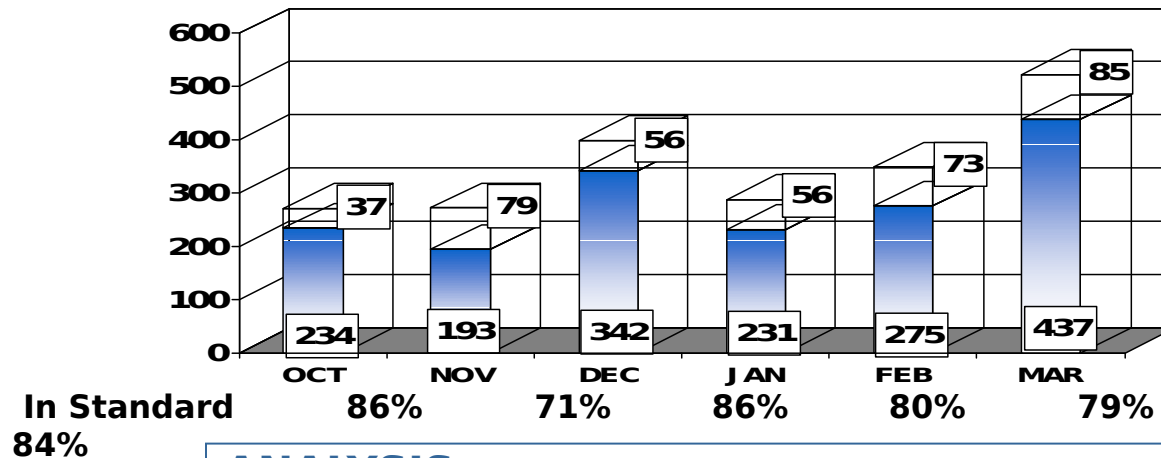
ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established is decidedly on an upward trend. This quarter we transitioned two new CPACs which contributed to a 43% increase in the number of new individualized jobs written.



TOPIC:**Trends - Classification Actions Processed****2ND QTR-FY99****PROPOSER/STANDARD:**

Routine, 4 Days from Date Received in CD

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine - Amber
Non-Routine - Green**NON-ROUTINE****ROUTINE**

ANALYSIS: Non-routine actions slipped early in the quarter but rebounded by the end of the quarter. Routine action performance for the quarter was virtually the same as for the previous quarter (82%). Implementation of FASCLASS drew off production time and limited our ability to achieve a higher percentage in standard. Total number of actions processed increased by 19% over the previous quarter.

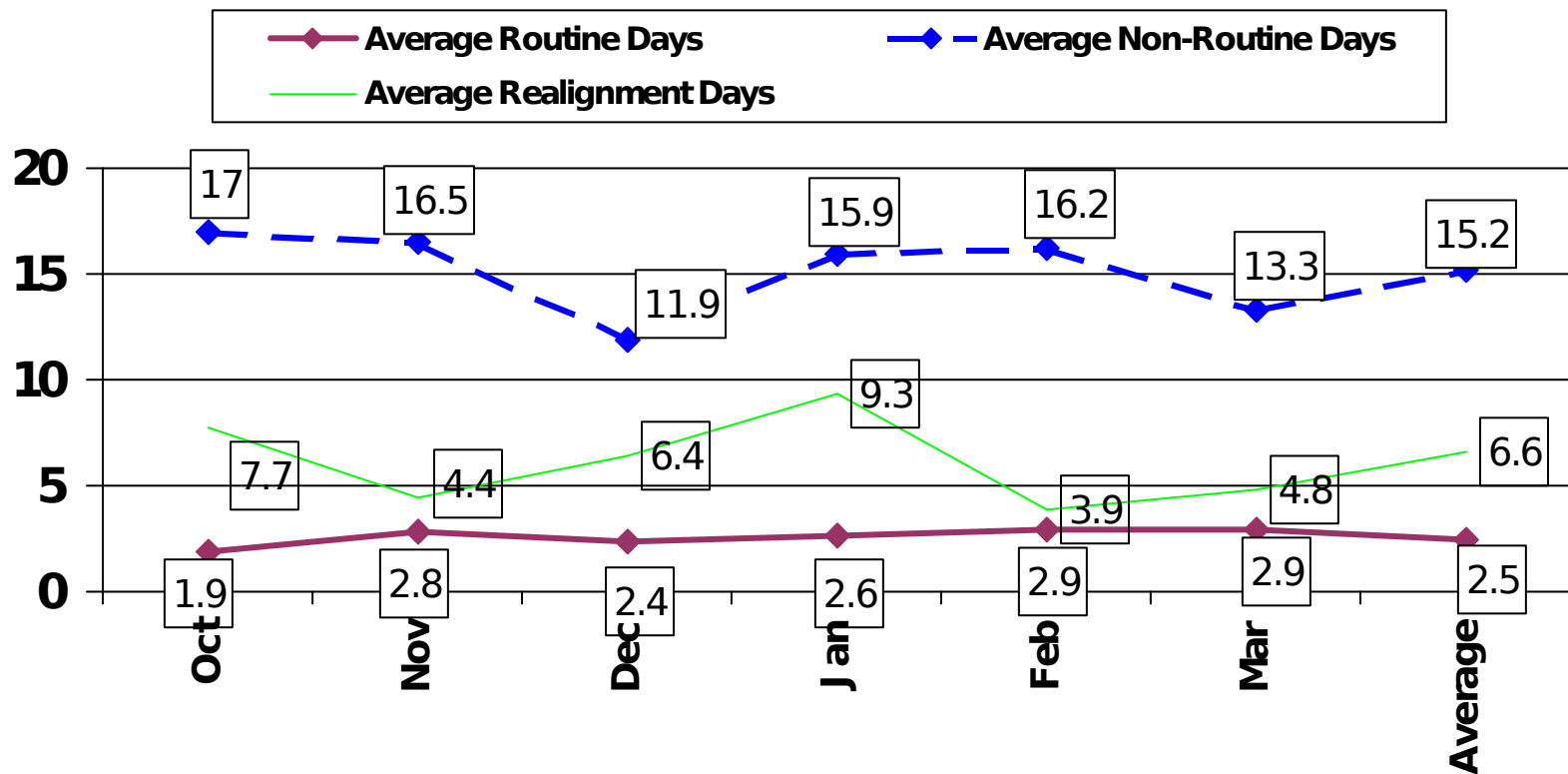


TOPIC:**Average Days to Process Classification Actions - All Serviced****2nd Qtr-FY99****PROPONENT:** WCPOC-

Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

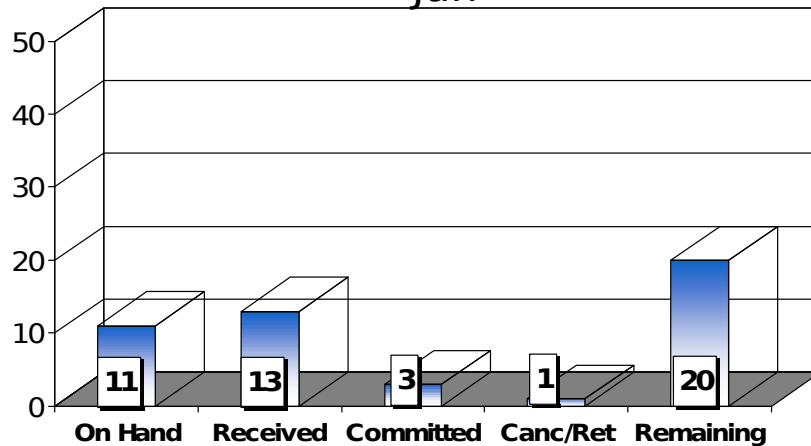
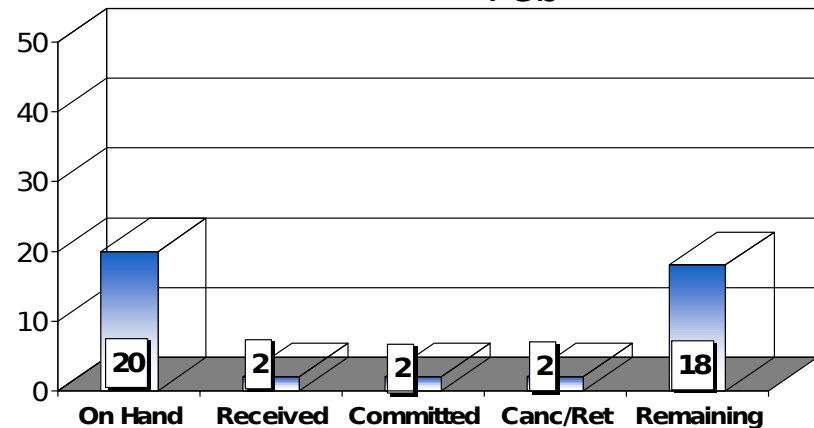
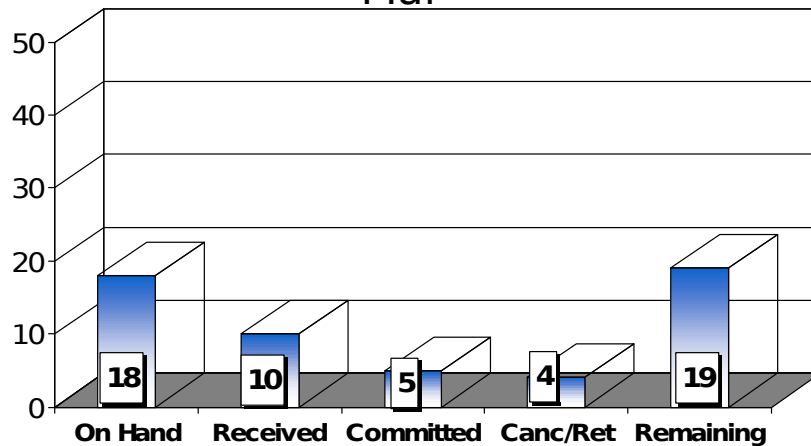
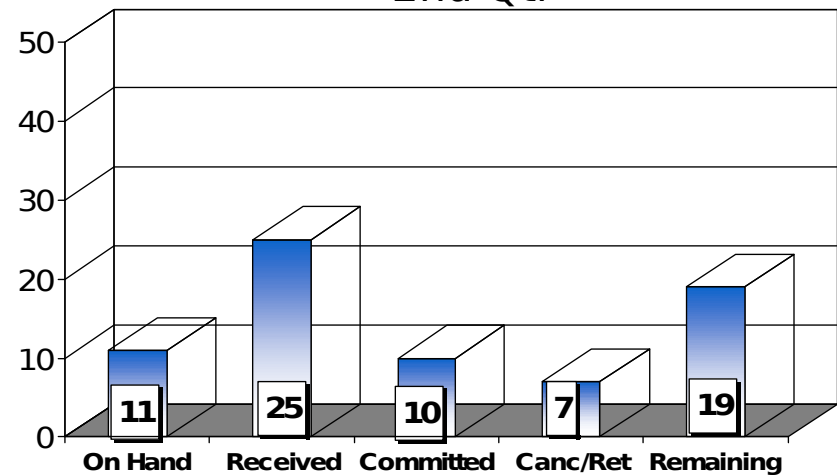
ASSESSMENT: Non-Routine - Green**Routine - Green**

ANALYSIS: Routine actions are comfortably within standard, the overall increase is due in part to diversion of resources to FASCLASS. Non-routine actions have been somewhat variable but continue to be well within standard. There were two substantial realignments processed in the quarter, which caused some of the increase in average days to process. SOP is being prepared to address processing of realignments.



SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	Illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	Illustrates management feedback on the Resumix process.

TOPIC:**Recruitment Activity - Jobs Filled - DPG****2ND QTR-
FY99****PROPONENT: WCPOC - SSD****Jan****Feb****Mar****2nd Qtr****ANALYSIS:**

During the quarter 10 positions were committed - 9 through competitive procedures and 1 through a non-competitive source. Of the 19 actions remaining at the end of the quarter, 11 have referrals issued and 8 are pending referral.

TOPIC: Referral Lists Issued - DPG

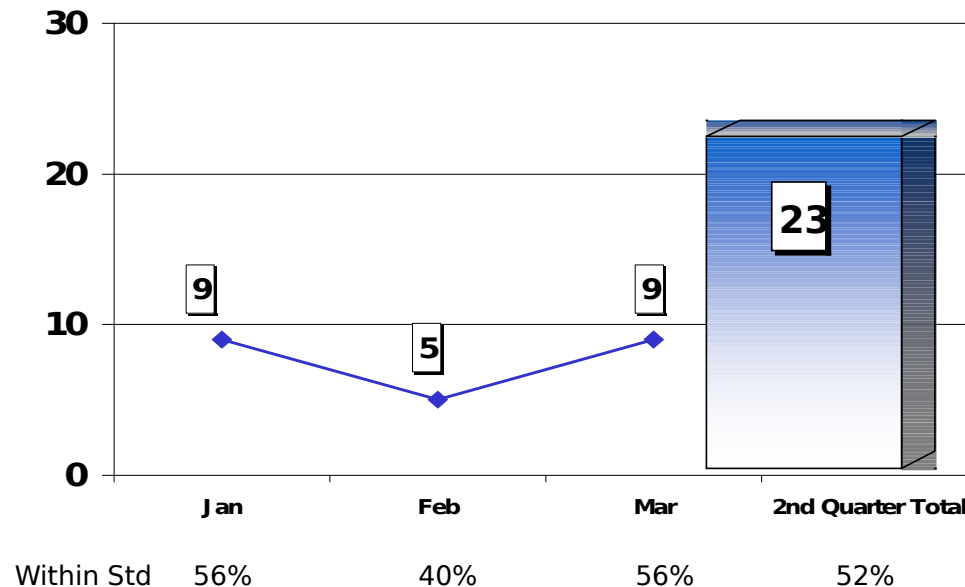
**2ND QTR-
FY99**

PROPONENT: WCPOC - SSD

STANDARD: Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

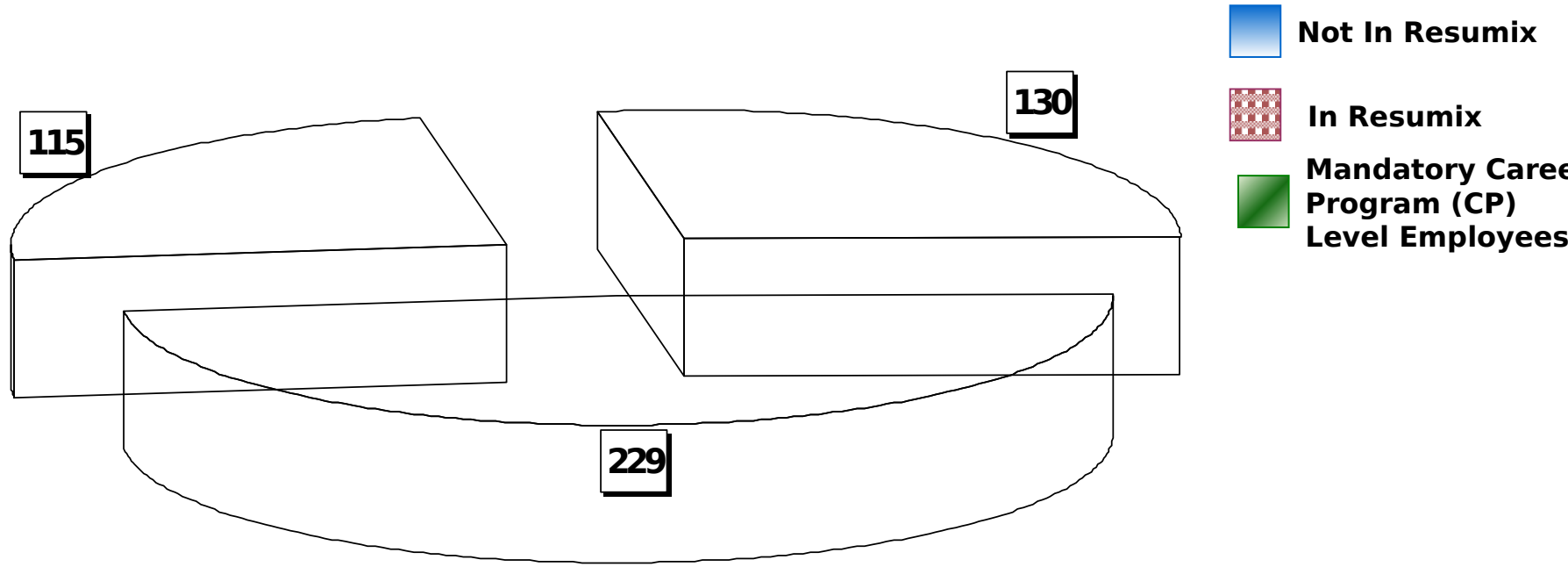
ASSESSMENT: Red

Number of Referrals Issued



ANALYSIS: Lack of applicants is the primary cause of referrals out of standard, especially for temporary hard to fill positions. Although the number of internal resumes in the Resumix data base for Dugway has doubled this quarter, downsizing initiatives require many positions to be filled by temporary or term appointments.



TOPIC:**Internal Resumes in Resumix Database - DPG****2ND QTR-
FY99****PROPONENT: WCPOC - SSD**

Total Population: 474

in Resumix (excludes mandatory CP level employees): 130 (36%)

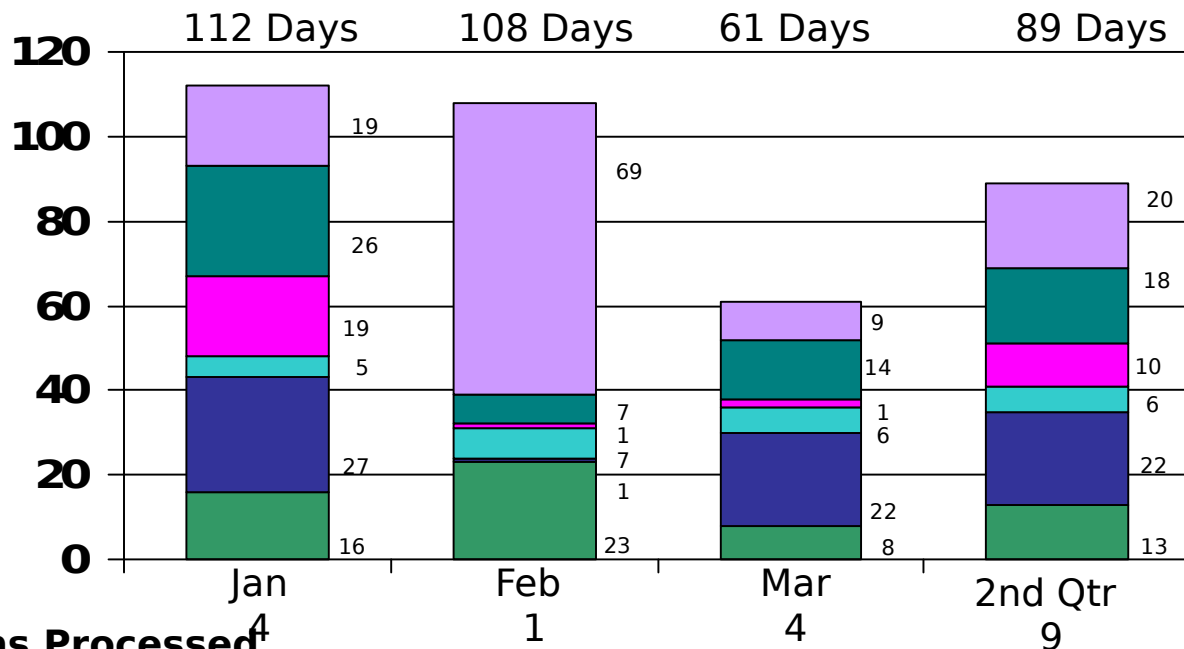
ANALYSIS: 36% of the current serviced population has submitted resumes to the Resumix database, up by 7% from last quarter. This increase is attributed to continued management support and encouragement for employees to submit their resumes in order to receive consideration for job openings.



TOPIC: Avg Processing Time - Recruitment Actions - DPG (From Initiation to Closure)

2ND QTR-
FY99

PROPONENT: West Region Partners



of Actions Processed

Avg. Days w/ Manager/RMO (Army standard: 3 days)

Avg. Days w/ CPAC (Army standard: 3 days)

Avg. Days w/ CPOC CD (Army standard: 4/30 days*)

Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days*)

Avg. Days w/ Manager for Selection (Army standard: 10 days)

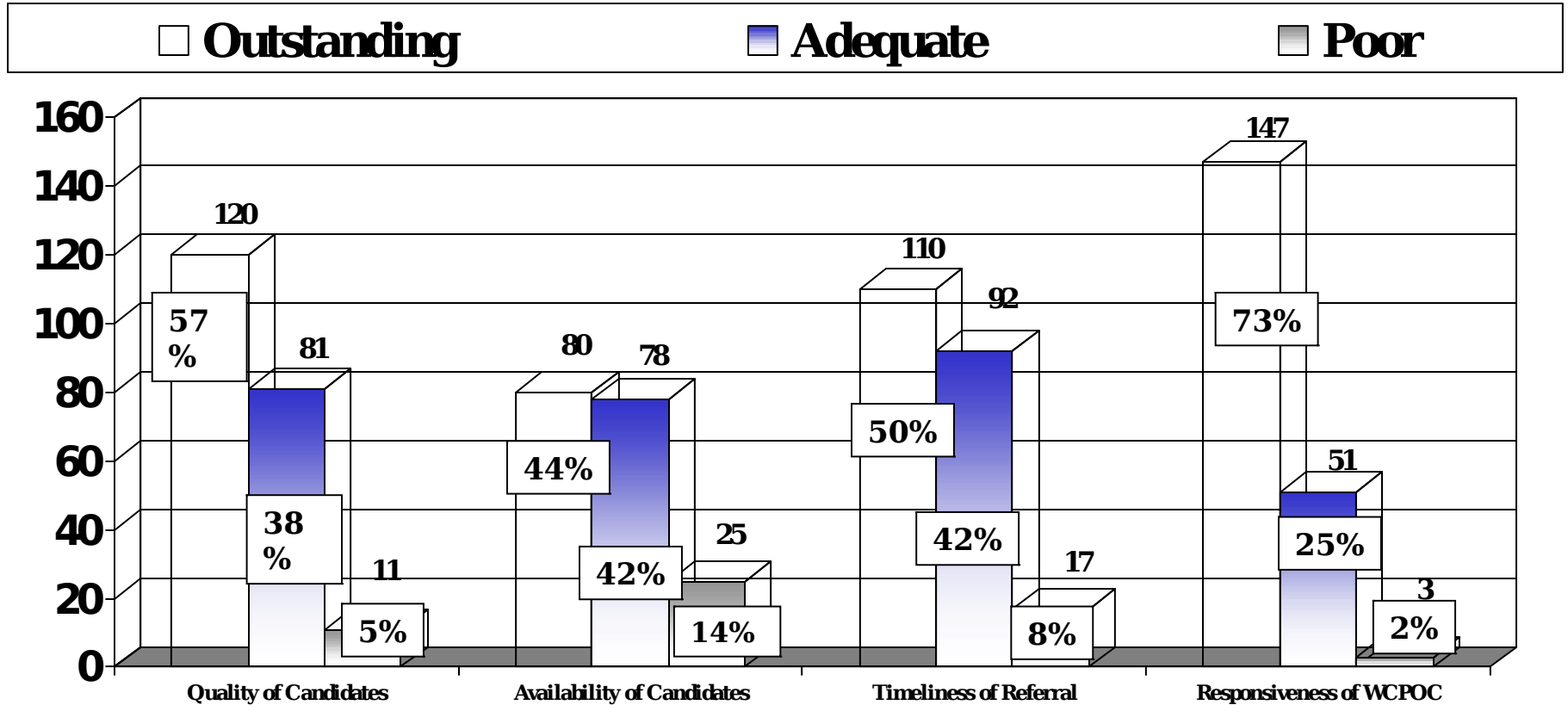
Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process action.

*standard varies with type of action/referral

ANALYSIS: 9 actions were closed in the quarter in an average of 89 days each from initiation by the manager to closure. There was little change in the average days to close during this quarter.



TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 2ND QTR- FY99
PROPONENT:	WCPOC - S&B Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 558 TOTAL # FEEDBACK FORMS RETURNED = 248



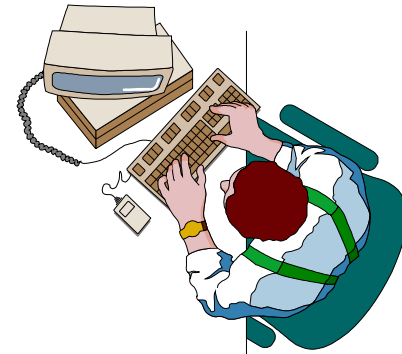
ANALYSIS: Selecting officials receive a feedback form with each referral list. The percent of feedback forms returned to the WCPOC has risen from 31% last quarter to 45% this quarter. Those returned indicate an even higher support of the Resumix system.

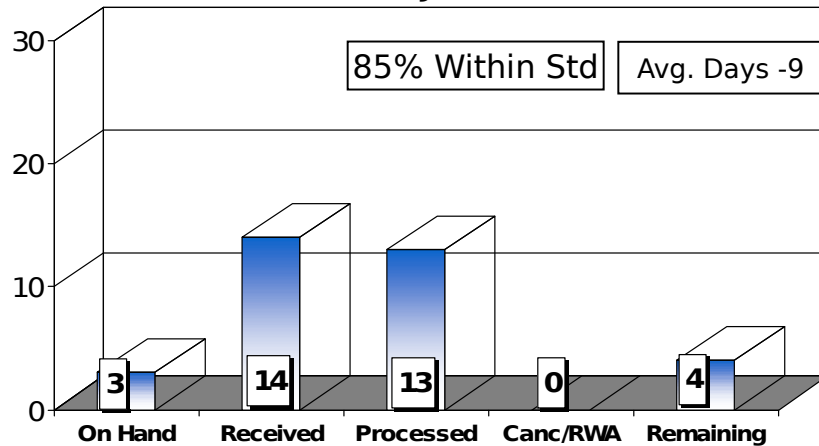
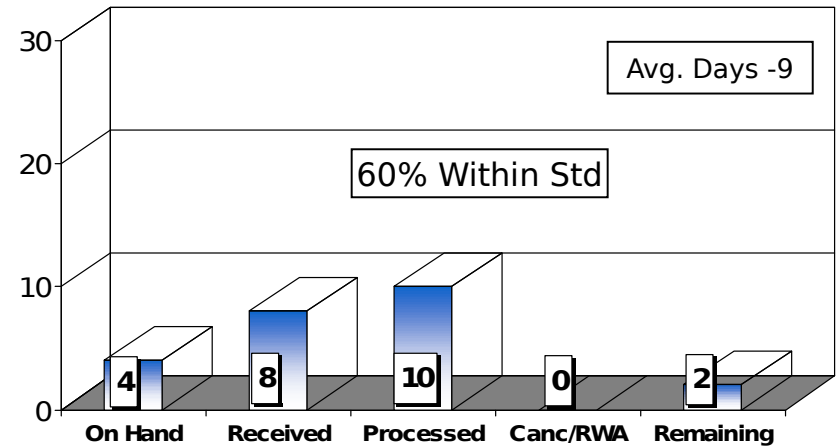
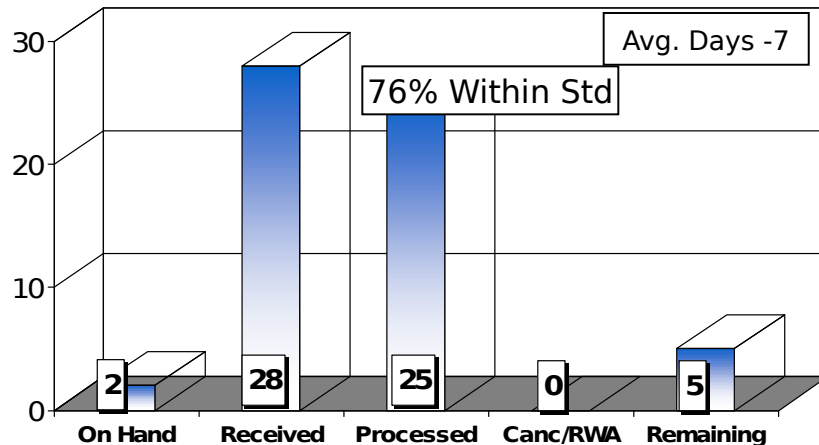
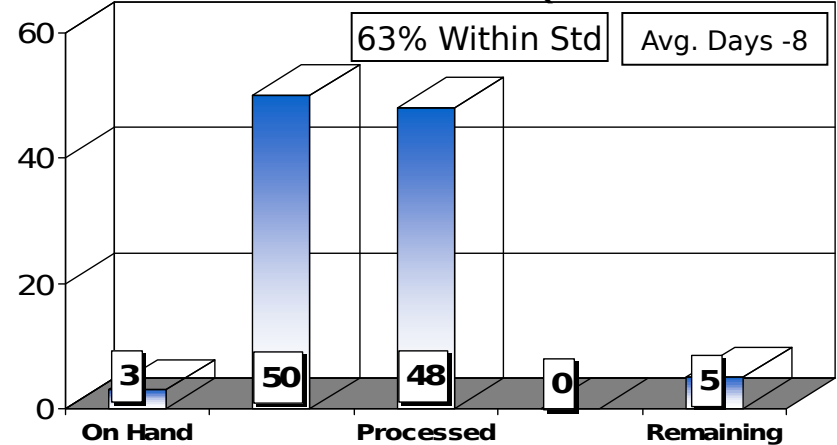
SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC:**Non-Recruitment Actions Processed - DPG****2ND QTR-****FY99****PROPONENT: WCPOC - SSD****ASSESSMENT: Red****STANDARD:** 5 Calendar Days Avg. from Date Rec'd in SSD**Jan****Feb****Mar****2nd Qtr**

ANALYSIS: Only 63% of non-recruitment actions were processed within standard, a decrease from 75% last quarter. Internal process controls and closer emphasis on personnel training are expected to improve this trend.



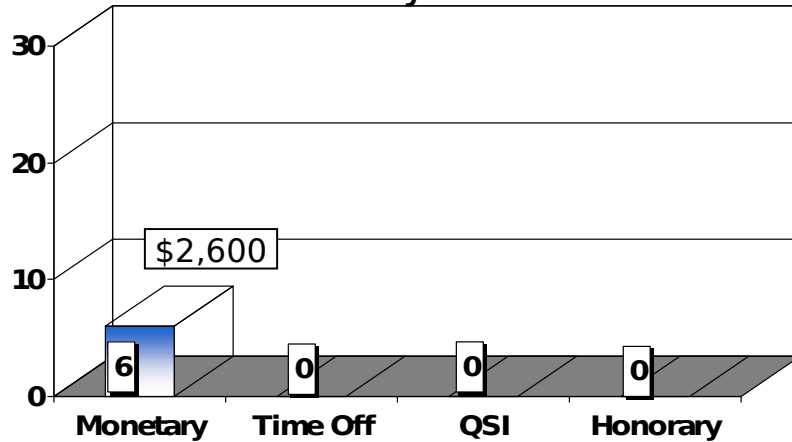
TOPIC:

Awards Processed - DPG

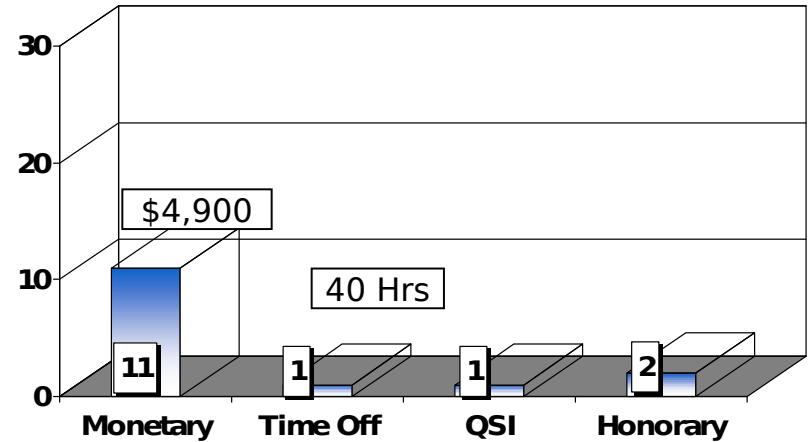
**2ND QTR-
FY99**

PROPONENT: WCPOC - SSD

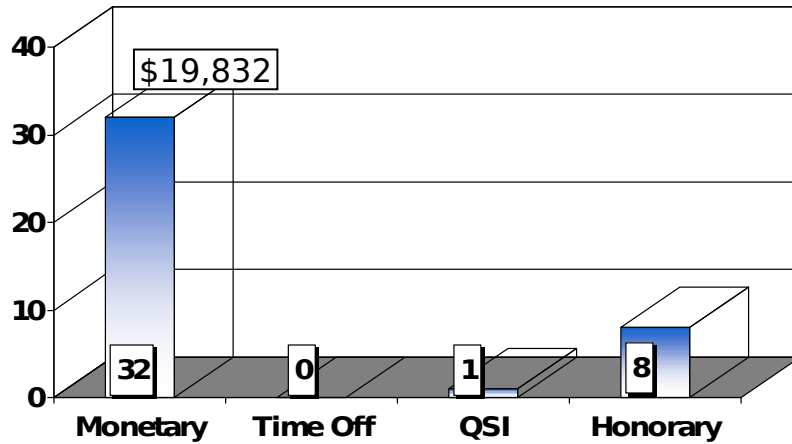
Jan



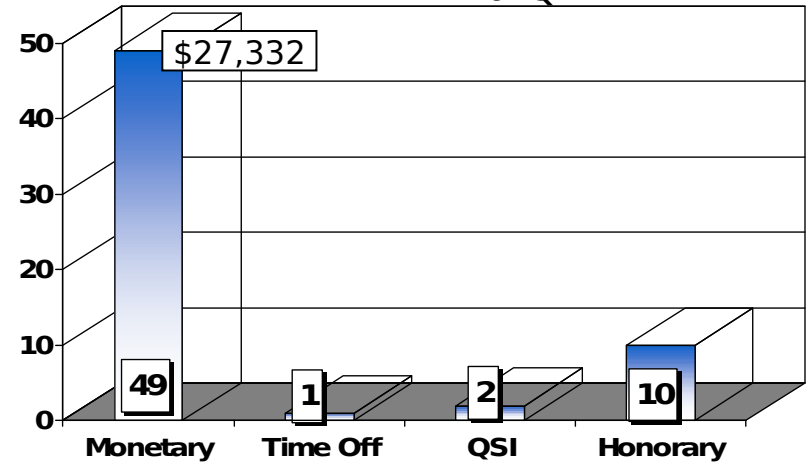
Feb



Mar



2nd Qtr

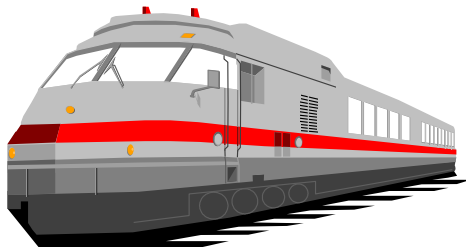


Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	<p>Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested. During this quarter 1,263 instances of completed training were received and processed. The average length of training was 16.94 hours at an average investment of \$181.11 (tuition and travel) per training instance. Note that the TRAIN module of the Functional Process Improvement Suite is in use in some areas and is now available to all current serviced activities.</p>



TOPIC: Training Requests Processed - DPG

**2ND QTR-
FY99**

PROPONENT: WCPOC - HRDD

ASSESSMENT: Green

STANDARD: 7 Calendar Days from Receipt

Jan



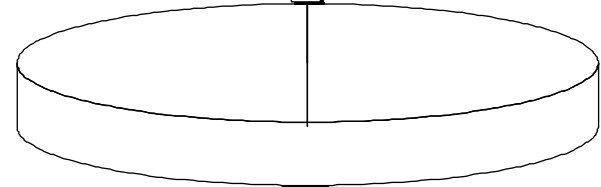
Manual DCPDS



TRAIN FPI

Feb

0

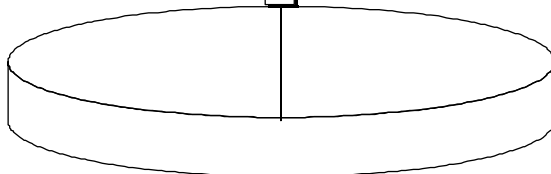


74

Zero processed for Jan 99

Mar

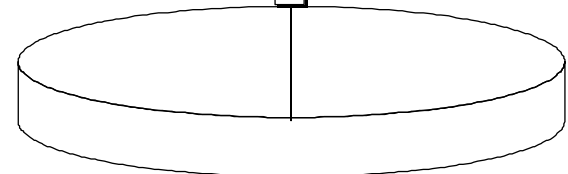
0



158

2nd Qtr

0



232

Training Investment: :

\$8,116

Training Hours: 1,018

ANALYSIS: All training completions forwarded by the CPAC were processed manually within standard. TRAIN FPI user training was conducted by the WCPOC during the previous quarter.



SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

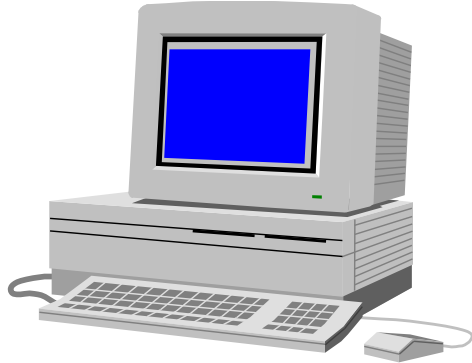
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

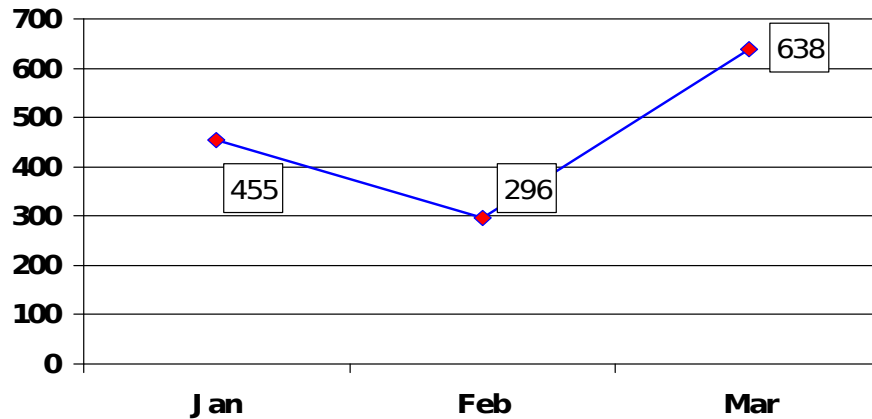


TOPIC: FPI Usage - DPG

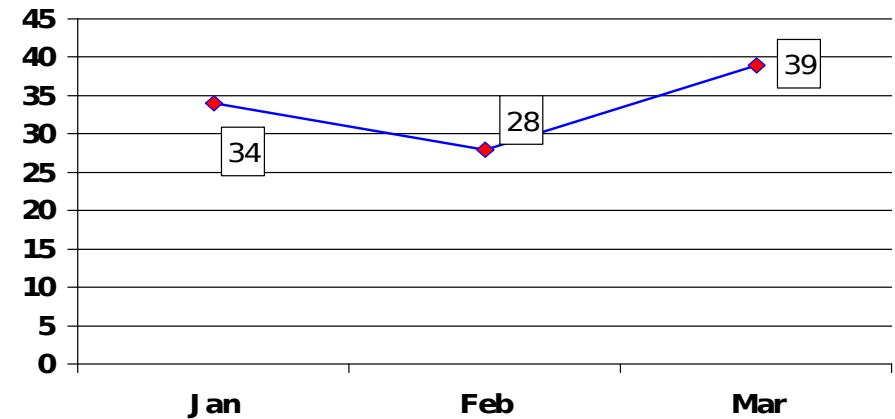
2ND QTR-FY99

PROPONENT: WCPOC-ISD

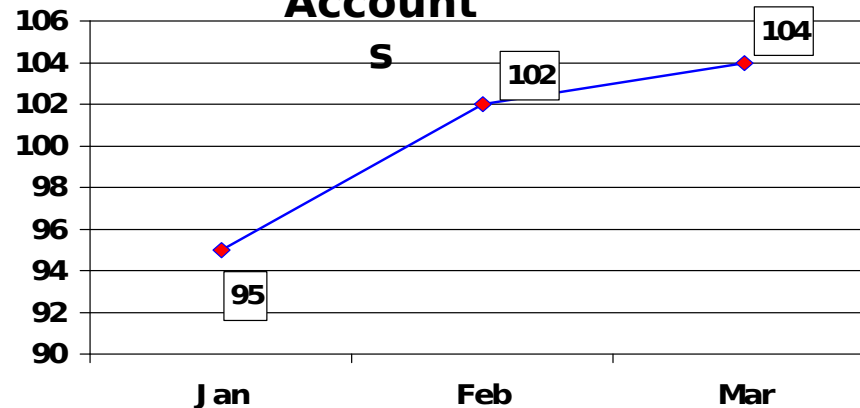
Logins



Number of Managers that Logged In



Account



ANALYSIS: The number of Managers using the FPIs was down from about 45% last quarter to about 33% this quarter.

